



REQUEST FOR APPLICATIONS (RFA): #1213-05

**District of Columbia
Department of Human Services
Office of Early Childhood Development
Mayor's Advisory Committee on Early Childhood Development**

Early Learning Opportunities Act Sub-grants



The Department of Human Services/Office of Early Childhood Development invites the submission of applications for funding through the U.S. Department of Health and Human Early Learning Opportunities Act Grant.

**Announcement Date: November 12, 2004
RFA Release Date: November 12, 2004**

Application Submission Deadline: Monday, December 13, 2004, 4:00 pm EST

LATE APPLICATIONS WILL NOT BE ACCEPTED



N O T I C E

PRE-APPLICATION CONFERENCE

WHEN: **Monday, November 22, 2004**

WHERE: **Office of Early Childhood Development
717 14th Street, NW
8th Floor Conference Room
Washington, DC 20005**

TIME: **10:30 AM – 12:30 PM**

CONTACT PERSON: **Mimi Carter,
ELOA Program Coordinator
Office of Early Childhood Development
717 14th Street, NW
Suite # 1200
Washington, DC 20005
(202) 727-1839**



Application Checklist

Early Learning Opportunities Act Sub-grant

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
 - ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is attached to the outside of the submitted package or envelope.
 - ☐ The application is printed on **8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margin. Applications which do not conform to this requirement will not be forwarded to the review panel.**
 - ☐ The Proposal Summary section is complete and is within the 3-page limit for this section of the proposal submission.
 - ☐ The Organization Experience and Qualifications Section is complete and is within the 2-page limit for this section of the proposal submission.
 - ☐ The Project Narrative Section is complete and is within the 5-page limit for this section of the proposal submission.
 - ☐ **The applicant is submitting the required four (4) copies of its proposal in binders. Of the four (4) copies, one (1) copy must be an original. Proposals will not be forwarded to the review panel if the applicant fails to submit the required four (4) copies in binders.**
 - ☐ The application proposal format conforms to the “Proposal Format” listed in Section G, page 21 of this RFA. **The review panel will not review applications that do not conform to the proposal format.**
 - ☐ The appropriate appendices, including program descriptions, staff qualifications, security clearances, individual resumes, licenses, and other supporting documentation are enclosed.
 - ☐ The application is submitted to the Office of Grants Management (OGM), 64 New York Avenue, NE, Sixth Floor, Washington, DC 20002, Attention Ms. Priscilla Burnett no later than 4:00 pm, EST on the deadline date of December 13, 2004.
 - ☐ The application is submitted with two original receipts, found in Attachment E, for OGM's approval upon receipt.
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**District of Columbia
Department of Human Services
Office of Early Childhood Development**

Request for Applications (RFA): #1213-05

**MAYOR'S ADVISORY COMMITTEE ON EARLY CHILDHOOD DEVELOPMENT
EARLY LEARNING OPPORTUNITIES ACT SUB-GRANT**

SECTION A - GENERAL INFORMATION

A.1 INTRODUCTION

- A.1.1 The Department of Human Services (DHS), Office of Early Childhood Development (OECD) is the lead agency in the District of Columbia responsible for providing child care services for District of Columbia children six (6) weeks through twelve (12) years of age. Additionally, OECD provides services to families that cannot afford quality child care at market prices, and that need child care at non-traditional hours, such as early mornings, overnight, weekends, and holidays.
- A.1.2 The District of Columbia Mayor's Advisory Committee on Early Childhood Development (MACECD) has an Early Learning Opportunities Act Grant to establish the Early Readers Now Program, in Wards 1, 7 and 8 of the District of Columbia. The goal of the proposed program is to enhance early childhood development and literacy among children from birth through age four years by training, supporting, and linking parents, relative caregivers, child care providers/educators, faith-based providers, librarians, and volunteers from community-based organizations to implement literacy programs to meet the school-readiness needs of young children. MACECD is currently providing training programs, on-site technical assistance, and reading clubs for families to prompt child care providers, librarians, parents, and existing literacy programs to facilitate early learning among children from birth through age four years in the five target wards. MACECD is also undertaking a social marketing and public awareness campaign, in partnership with the Executive Office of the Mayor, Serve DC, to increase awareness about the importance of early childhood literacy and school readiness and enhance links between families and resources to support literacy.
- A.1.3 Information about MACECD's Early Learning Opportunity Act Sub-grants, program expectations, and all other details are contained in this RFA. The Review Panel is an independent entity which shall consist of representatives with prior experience judging grant applicants.



A.2 TARGET POPULATION

- A.2.1 Program Areas 1, 2 and 3 will serve children, parents, caregivers, child care providers/educators, librarians, and child care health consultants in Wards 1, 7, and 8.
- A.2.2 Program Area 4 will serve the entire District of Columbia.

A.3 ELIGIBLE ORGANIZATIONS/ENTITIES

- A.3.1 Program Area 1: DHS/OECD seeks applicants who have demonstrated experience in evaluation in early childhood initiatives, including the establishment of research-based indicators for program effectiveness. The applicant must provide a list of references and/or recent clients. A familiarity with the goals, framework and research and evaluation design of the Kellogg Foundation SPARK initiative is also preferred.
- A.3.2 Program Area 2: DHS/OECD seeks applicants from non-profit organizations with documented and successful track record of working with parents/guardians and/or families in an already established literacy outreach program in low income neighborhoods.
- A.3.3 Program Area 3: DHS/OECD seeks applications from non-profit organizations that have: 1. documentation of previously established relationships and contacts with a diverse faith-based community, 2. proven communication methods with these contacts, and 3. letters of support from faith based entities demonstrating their willingness to participate in this project.
- A.3.4 Program Area 4: DHS/OECD seeks applications that have documentation of a strong background in nonprofit web and database design. Applicant must illustrate a strong familiarity with the workings of volunteer service organizations with an emphasis on literacy.

A.4 SOURCE OF GRANT FUNDING

- A.4.1 The funds are made available through the Early Learning Opportunities Act Grant from the U.S. Department of Health and Human Services.

A.5 AWARD PERIOD

- A.5.1 The grant award shall be for an initial period not to exceed one (1) year from the date of the award. Options to renew may be offered for not more than two consecutive one-year periods contingent upon funding and the provider's ability to demonstrate significant success in the achievement of program goals and objectives.



A.6 CONTACT PERSON

A.6.1 For further information, please contact:

Mimi Carter,
ELOA Program Coordinator
Office of Early Childhood Development
717 14th Street, NW, Suite 1200
Washington, DC 20005
Email: MimiM.Carter@dc.gov
Phone (202) 727-1839
Fax (202) 724-7229

A.7 INTERNET

A.7.1 Applicants who obtained this RFA through these websites shall provide the following to: priscilla.burnett@dc.gov

- a) Name of organization;
- b) Key contact;
- c) Mailing address; and
- d) Telephone and fax numbers.

This information shall be provided so that the applicant shall receive updates and/or addenda to the Early Learning Opportunities Act Sub-grants RFA.

A.8 PRE-APPLICATION CONFERENCE

The Pre-Application Conference shall be held on November 22, 2004, from 10:30 am – 12:30 pm, at the Office of Early Childhood Development (OECD), 717 14th Street, NW, 8th Floor Conference Room, Washington, DC 20005. For preparation purposes, those planning to attend are requested to RSVP to Ms. Priscilla Burnett, Program Assistant at (202) 671-4398 or via e-mail to priscilla.burnett@dc.gov.

A.9 EXPLANATIONS TO PROSPECTIVE APPLICANTS

A.9.1 Applicants are encouraged to phone, email or fax any detailed questions to the contact person listed above. Questions submitted after December 1, 2004 shall not receive responses. Please allow ample time for mail to be received prior to the deadline date.



SECTION B – PROGRAM SCOPE

B.1 SCOPE

B.1.2 The District of Columbia Mayor's Advisory Committee on Early Childhood Development (MACECD) and the Department of Human Services (DHS) Office of Early Childhood Development (OECD) seek to provide four grants to organizations capable of providing services in the following areas: 1) program evaluation, 2) database design for a new literacy volunteers' website, www.earlyreadersnow.org 3) coordination of a faith based read aloud program for young children in child care centers and 4) family book clubs for children and families.

B.2.2. The total amount available for all four grants is \$235,000. The grant awards shall be for a period not to exceed one year from the date of the award.

B.2 Program Service Area One – Program Evaluation

B.1.2 General Purpose:

The purpose of this program service area is to design, test, and implement an extensive process and outcomes evaluation to assess the effectiveness of program services that promote early literacy skills and school readiness among young children in Wards 1, 7, and 8 in early care and education programs participating in the Child Care Subsidy Program.

B.1.3. Available Funding: DHS/OECD seeks to fund a maximum of one grant award up to \$100,000.

B. 1.4. Applicants Responsibilities: The applicant must submit an application describing the proposed strategy to be used to accomplish its responsibilities, which include, but are not limited to, the following tasks:

1. Creates a project management plan clearly delineating the process and procedures that will be used in the evaluation of the Early Learning Opportunities Act (ELOA) Project. This work plan will be approved by OECD and the Mayor's Advisory Committee on Early Childhood Development (MACECD) ELOA Subcommittee before implementation.
2. Designs and carries out quantitative and qualitative evaluations of the major program activities to determine whether program strategies are effective in generating interest and excitement among parents, caregivers, child care providers/educators, and librarians regarding the promotion of learning readiness, as well as motivating the active and full participation of these adults to achieve the Mayor's Advisory Committee on Early Childhood Development's (MACECD) target attendance and participation numbers in all program activities.
3. Collects and analyzes outcome data relating to new skills acquisition among targeted adults, frequency and quality of learning-readiness activities with young children, and



quality of early literacy skills and school readiness among children served by adults participating in the training and support program.

4. Uses results from the already administered Early Language and Literacy Classroom Observation (ELLCO) assessment tool at selected sites in Wards 1, 7 and 8 to assess the capabilities of parents, caregivers, child care providers/educators, in the area of conducting developmentally and culturally appropriate learning-readiness activities with young children from six weeks to age five.
5. Uses results from the already administered ELLCO assessment tool to evaluate indicators of learning readiness among young children being cared for by parents, caregivers, child care providers/educators, and librarians who will participate in the program.
6. Produces at least one issue brief on this project as well as at least one consumer-friendly report of the evaluation design and results.
7. Collaborates with the Office of Early Childhood Development, Department of Human Services (OECD), the University of the District of Columbia (UDC) Center for Applied Research and Urban Policy (CARUP), the UDC Early Childhood Leadership Institute (ECLI) and the SPARK (Supporting Partnerships to Assure Ready Kids) DC Initiative to maximize the evaluation component of the Early Learning Opportunities Act Project.
8. Convene the Literacy Researchers of Color to share methods, findings and reflect on results.
9. Provides briefings to MACECD at least every six months and to the MACECD ELOA Subcommittee on a quarterly basis. Makes presentations to the DC Early Care and Education Research Consortium as requested.
10. Provides MACECD with a final report that summarizes all evaluation tools, outcomes, and recommendations.

B.3. Program Service Area 2 - Database for Early Readers Now! web site

B.3.1. General Purpose: The purpose of this program is to create a database of volunteers, child care center providers and family child care homes that interfaces with the Department of Human Services Office of Early Childhood Development (OECD) website and with the Early Readers Now! website, which provides information to businesses, volunteer organizations and the faith based community that are partnering with OECD and are organized to read aloud to children.

B.3.2 Available Funding: DHS/OECD seeks to fund a maximum of one grant award up to \$25,000.



B.3.3. Eligible Organizations/Entities: DHS/OECD seeks applications from non-profit organizations that have documentation of a strong background in nonprofit web and database design. Applicant must illustrate a strong familiarity with the workings of volunteer service organizations with an emphasis on literacy.

B.3.4. Target Population: The target populations to be served by this program are the literacy volunteer organizations and volunteers reading to children in early care and education programs across the District of Columbia.

B.3.5. Locations of Services: The District of Columbia

B.3.6. Applicant Responsibilities: The applicant must submit an application describing the proposed strategy to be used to accomplish its responsibilities, which include, but are not limited to, the following tasks:

- 1) Create a project management/implementation plan to be approved by OECD.
- 2) Collaborate with Bremer & Goris, pro bono designers of Early Readers Now! website, to design, create and launch the Early Readers Now! web site and volunteer database. The database will be searchable, but password protected, so that only existing volunteers and program managers can access. NOTE: Letter of collaboration must be provided.
- 3) Create a companion database of child care centers and family child care home sites participating in the program, which will also interface with the Early Readers Now! website.
- 4) Abide by Web guidelines as stated in the Office of the Chief Technology Office and the Office of Public Affairs, Department of Human Services.
- 5) Provide and host the Early Readers Now! web site on a secure and continuous site, utilizing existing outside Web hosting service provider if needed.
- 6) Maintain the Early Readers Now! web site and be responsible for implementing all additions and changes to the site directed by OECD. Make all additions and changes in a timely matter. (Note: OECD retains editorial control of the site, and in that role will provide applicant with all written content for the site. Notification of updates, changes, and corrections to any of the content is the responsibility of OECD.)
- 7) Once launched, submit monthly statistical reports on site usage.
- 8) Collaborate with and advise OECD staff of changes that need to be made to the website as the Early Readers Now! program grows.
- 9) Provide orientation/training on the site to OECD staff.
- 10) Provide briefings to MACECD at least every six months and to the MACECD Early Learning Opportunities Act Subcommittee on a quarterly basis. Make presentations to the DC Early Care and Education Research Consortium as requested.
- 11) Provide MACECD with a final report that summarizes all activities, outcomes, and recommendations.

Phase One: The Web site will be live 30 days from delivery of the relevant content from OECD.



Phase Two: The database of read aloud/child care center sites will be live 30 days from the delivery of relevant content from OECD.

Phase Three: The online volunteer application and volunteer database will be live 30 days from delivery of the relevant content from OECD.

Phase Four: Applicant will be responsible for and provide ongoing maintenance, beginning at the completion of phase one.

B.4. Program Service Area 3 - Faith Based Volunteer “Read Aloud” Program

B.4.1 General Purpose: The purpose of this program service area is to create a “read aloud” volunteer reading program via the active participation of faith-based institutions in Wards 1, 7, and 8 that will enhance the early childhood development and literacy skills among children, ages birth through age five.

B.4.2. Available Funding: DHS/OECD seeks to fund a maximum of one grant award up to \$40,000.

B.4.3 Eligible Organizations/Entities: DHS/OECD seeks applications from non-profit organizations that have: 1. documentation of previously established relationships and contacts with a diverse faith-based community, 2. proven communication methods with these contacts, and 3. letters of support from faith based entities demonstrating their willingness to participate in this project.

B.4.4 Target Population: The target populations to be served by this program are the children in child care centers and family child care homes in Wards 1, 7, and 8.

B.4.5. Locations of Services: Wards 1, 7, and 8 in Washington, D.C.

B.4.6 Applicant Responsibilities: The applicant must submit an application describing the proposed strategy to be used to accomplish its responsibilities, which include, but are not limited to, the following tasks:

- 1) Create a project management plan clearly delineating the process and procedures that will be used in the planning, creating and implementing a volunteer read aloud program using volunteer readers from the faith based community to read aloud to children, ages zero to four, in child care centers and family child care homes serving low income children. The program must involve volunteers reading at least one half hour, twice a month at programs in Wards 1, 7 and 8.
- 2) Create a program that uses a lead faith based organization that will take responsibility for having one paid executive secretary who will be the volunteer contact person for the program. The program must include a volunteer recruitment plan, kick-off activity, volunteer training schedule, and communication strategy. The program design,



strategies and documents must be approved by OECD and the Mayor's Advisory Committee on Early Childhood Development (MACECD) ELOA Subcommittee before implementation.

- 3) Create a fundraising plan for the purchase of books, or a book donation plan/drive, that will provide the centers or family child care homes with suggested books from the Early Readers Now! Recommended Reading List, which OECD will provide.
- 4) Collaborate with the Faith-based Community Action Partnerships in the Regional Operations Command of the Metropolitan Police Department.
- 5) Recruit at least 2 to 3 faith-based institutions in each of the three targeted wards to actively participate in, and possibly host, the various training, support, and networking opportunities, especially institutions with child development programs.
- 6) Collaborate with the Mayor's Advisory Committee on Early Childhood Development (MACECD) and the Office of Early Childhood Development (OECD) to identify child care centers and family child care homes that are prepared and ready to receive volunteers.
- 7) Collaborate with the Mayor's Advisory Committee on Early Childhood Development (MACECD) and the Office of Early Childhood Development (OECD) to include the volunteers from the faith based community in the Early Readers Now! database to maximize coverage of Wards 1, 7 and 8 as well as to ensure an even disbursement of volunteers throughout the participating child care programs.
- 8) Collaborate with the Mayor's Advisory Committee on Early Childhood Development (MACECD) and the Office of Early Childhood Development (OECD) *to provide the space* to establish three to six literacy resource centers (materials for which will be provided by OECD) provided at faith-based institutions to increase the availability of literacy materials to low-income communities in the three targeted wards.
- 9) Provide briefings to MACECD at least every six months and to the MACECD Early Learning Opportunities Act Subcommittee on a quarterly basis. Makes presentations to the DC Early Care and Education Research Consortium as requested.
- 10) Provide MACECD with a final report that summarizes all activities, outcomes, and recommendations.

B.5. Program Service Area 4 – Family Book Clubs

B.5.1. General Purpose: The purpose of this program service area is to organize and implement early literacy family book clubs for parents and guardians in Wards 1, 7, and 8 to increase the parents' knowledge of the importance of early language and early learning, to expose them to developmentally appropriate books for their children and to help them improve their parenting skills, enhancing the development of their children, ages birth through five.

B.5.2. Available Funding: DHS/OECD seeks to fund a maximum of one grant award up to \$70,000.



B.5.3 Target Population: The target populations to be served by this program are parents and guardians of children in child care centers and families participating in the SPARK (Supporting Parents and Ready Kids) program in Wards 1, 7, and 8.

B.5.4 Eligible Organizations/Entities: DHS/OECD seeks applicants with documented and successful track record of working with parents/guardians and/or families in an already established literacy outreach program in low income neighborhoods.

B.5.5 Location of Services: Wards 1, 7, and 8 in Washington, D.C.

B.5.6 Applicants' Responsibilities: The applicant must submit an application describing the proposed strategy to be used to accomplish its responsibilities, which include, but are not limited to, the following tasks:

- 1) Create a project management plan clearly delineating the process and procedures that will be used in creating, organizing and leading Family Book Clubs, satisfying the parent education components of the ELOA Project. This work plan will be approved by OECD and the Mayor's Advisory Committee on Early Childhood Development (MACECD) ELOA Subcommittee before implementation.
- 2) Reach 500 parents/guardians in Wards 1, 7, and 8 through the family book clubs and the distribution of developmentally appropriate books, provided by the Office of Early Childhood Development. The recruited group will be composed of parents of children enrolled with the targeted child care programs, the 200 families participating in SPARK, low-income parents, parents receiving or transitioning off of Temporary Assistance to Needy Families (TANF), and fathers.
- 3) Conduct early literacy training for the parents/guardians, via family book club discussions, to help them do the following: understand how children learn from birth through age five; understand how early language and reading to children at very young ages is critical to their development; utilize proven reading aloud techniques and curricula such as "Read Together, Talk Together" based on research by Grover J. Whitehurst, PhD, in collaboration with the National Center for Learning Disabilities, and utilize selected books from the Early Readers Now! Recommended Reading List to promote the development of their children. The applicant will describe what vehicles and incentives they will use to reach these parents to provide a minimum of eight (8) hours of early literacy training to parents, via the book clubs.
- 4) Establish and maintain a database of family book club participants and providers that can be linked to OECD. Applicant must also provide an executive summary of the proposed curricula that the family book clubs will be based on.
- 5) Collaborate with the Mayor's Advisory Committee on Early Childhood Development (MACECD), Office of Early Childhood Development (OECD), DC Public Library



(DCPL), SPARK and other organizations to encourage parents to engage in suggested literacy-related activities such as the Universal School Readiness Conference.

- 6) Provide briefings to MACECD at least every six months and to the MACECD ELOA Subcommittee on a quarterly basis. Make presentations to the DC Early Care and Education Research Consortium as requested.
- 7) Provide MACECD with a final report that summarizes all activities, outcomes, and recommendations.

B.3 DEFINITIONS/ACRONYMS

- B.3.1 The **ANC** means the Advisory Neighborhood Commissions.
- B.3.2 The **Applicant** means the responsive organization/entity selected by the Review Panel, also referred to as the "Provider."
- B.3.3 The **Centers** means the Child Development Centers.
- B.3.4 The **DHS** means the District of Columbia Department of Human Services, the administering agency for the grant to award the contract to the Provider to operate the CDC.
- B.3.5 The **DOH** means the District of Columbia Department of Health whose mission is to license the Provider to operate the CDC.
- B.3.6 The **DPR** means the District of Columbia Department of Parks and Recreation whose mission is to enhance the physical, mental, and social well-being of District residents by providing quality, customer focused leisure and recreation services in the District parks and in safe, attractive recreation facilities. DPR shall perform the initial playground certification, plus twice a year inspections of the playground and equipment.
- B.3.7 The **District** means the District of Columbia (DC), a municipal corporation. Additionally, the District means all authorized District agencies and their representatives having jurisdiction over the facility.
- B.3.8 The **Grant** means the monies awarded by DHS' OGM in the form of start-up capital, start-up equipment, and utility fees to an organization that shall provide child care as outlined in the Program Scope in Section B of this RFA.
- B.3.9 **LSDBE** means a business which has been certified as a Local, Small, Disadvantaged Business Enterprise (LSDBE) by the Office of Local Business Development (OLBD), <http://www.olbd.dc.gov>.
- B.3.10 **MACECD** is the Mayor's Advisory Committee on Early Childhood Development is the public private partnership to improve early childhood program quality in the District. It consists of members in the early childhood community who represent providers, foundations, corporations, advocates, and government employees.



- B.3.11 The **NAEYC** means the National Association for the Education of Young Children (NAEYC), <http://www.naeyc.org/>.
- B.3.12 The **NAECP** means the National Academy of Early Childhood Programs accredited through the NAEYC.
- B.3.13 The **OECD** means the Office of Early Childhood Development (OECD) whose mission is to ensure that the government and private sectors are aware of and responsive to the child development and early education needs of the community. This is done on behalf of children and families and in partnership with the public and private sectors including all that are concerned with the future of children in the District of Columbia.
- B.3.14 The **OGM** means the Office of Grants Management (OGM), a component of the Department of Human Services (DHS), tasked with the grants development and Management Services Activities to provide grant acquisition and distribution services to the DHS' administrations and offices so they can increase and/or maintain services.
- B.3.15 The **Review Panel** is an independent entity which shall consist of representatives with prior experience judging grant applicants. The review panel shall consist of representatives from the Office of Partnership and Grants (EOM), and shall be responsible for selecting the child care provider from responsive bidders to this RFA.
- B.3.16 The **Specifications** are that portion of the RFA Document consisting of written requirements for materials, equipment, standards, and workmanship for the CDC in performance of the operations of a child development center.
- B.3.17 **Ward** means a bounded area delineating one of the District of Columbia's eight (8) political jurisdictions (See Applicable Document # 1).

SECTION C- SUBMISSION OF APPLICATIONS

C.1 APPLICATION IDENTIFICATION

- C.1.1 A total of four (4) copies of the proposal must be submitted in an envelope or package. Attachment A should be affixed to the outside of the envelope or package. Of the four (4) copies, one (1) copy must be an original.
- C.1.2 **OECD will not forward the proposal to the review panel if the applicant fails to submit the required four (4) copies.** Telephone, telegraphic and facsimile submissions **will not be accepted.**

C.2 APPLICATION SUBMISSION DATE AND TIME

- C.2.1 Applications are due no later than 4:00 pm, EST, on December 13, 2004. All applications shall be recorded upon receipt. **Applications accepted at or after**



4:01 pm, EST, December 13, 2004, will not be forwarded to the review panel.

Any additions or deletions to an application shall not be accepted after the deadline. Applicants shall not be allowed to assemble materials in the lobby of the OGM. Applications must be ready for receipt by the OGM.

- C.2.2 Four (4) copies, including an original and three (3) copies, of the application **must be** delivered to the following location:

Department of Human Services
Office of Grants Management (OGM)
64 New York Avenue, NE, Sixth Floor, Section 6201
Washington, DC 20002
Attention: Ms. Priscilla Burnett, Program Assistant
(202) 671-4398

C.3 MAIL/COURIER/MESSENGER DELIVERY

- C.3.1 Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 4:00 pm, EST deadline on December 13, 2004, at the above location. Applications arriving via Messenger/Courier services at or after **4:01 pm will not be accepted** by the DHS/OECD.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

NOTE: OGM is located in a secured building. Applicants must allow time to sign in at the Security Guard's desk. OGM **will not** accept responsibility for delays in the deliver of the proposals to 6th floor. Because parking is extremely limited at this location, applicants are encouraged to take Metro.

SECTION D- PROGRAM AND ADMINISTRATIVE REQUIREMENTS

D.4 USE OF FUNDS

- D.4.1 Grant funds shall only be used to support activities outlined in the Program Scope of this RFA.

D.5 FINANCIAL DATA

- D.5.1 The budget information requested below shall be provided on the form attached to this RFA (Attachment H). The provider shall submit a detailed proposed budget for the first (1st) year of operation. The proposal shall include a narrative description that explains all costs proposed on the budget form and any exceptions or costs proposed which are in addition to those in the budget categories named. All proposed costs must be fully explained in the narrative description.



D.5.2 The provider shall enclose a copy of the most recent three (3) quarters corporate financial statements.

D.5.3 In addition to the information required above, the proposal shall include the following:

- D.5.3.1 A statement of the provider's profit or non-profit status and whether the company is privately or publicly held.
- D.5.3.2 A description of the provider's corporate organizational structure, including the names of the corporate officers and board members.
- D.5.3.3 The names and affiliations of individuals who serve on the organization's board of directors (if applicable).
- D.5.3.4 An organizational chart which indicates the management team and the regional staff that would oversee the project.
- D.5.3.5 A description of the provider's experience in the program area.
- D.5.3.6 The title and name of the contact person for this application.
- D.5.3.7 Three (3) local references from organizations which have recent experience with the provider's delivery of child care services

D.6 CERTIFICATIONS AND ASSURANCES

D.6.1 Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the proposal submissions.

D.7 STAFF REQUIREMENTS

D.7.1 Administrative staff shall include at least a full-time director and a full-time assistant director, and a secretary/bookkeeper, if not on staff, then hired contractually.

D.7.2 The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance documentation of work experience and personal references.

D.7.3 The applicant shall maintain an individual personnel file for each project staff member which shall contain the application for employment, professional and personal references, security clearances, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, signed statements of confidentiality, documentation of all training received, notation of any allegations of professional or other misconduct,



applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to DHS/OECD upon request.

- D.7.4 If applying for Program Areas 3 and/or 4, applicant shall be required to provide proof of TB tests and police clearance for staff working directly with center children.
- D.7.5 If applying for Program Areas 3 and/or 4, the applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.
- D.7.6 If applying for Program Areas 3 and/or 4, with regard to volunteers, the applicant must illustrate, through program orientation that: (1) volunteers are subject to all rules and procedures with regard to confidentiality of information which are in effect for employees of the District of Columbia; (2) volunteers are not permitted to engage in political activities during the time voluntary services are being performed; and (3) volunteers are to remain under the direct supervision of the applicant throughout the program period.
- D.7.7 Applicants shall be required to participate in an independent evaluation process that shall include parent and participant surveys, interviews and focus groups.

D.8 CURRICULUM AND PROGRAM

If applying for Program Areas 3 and/or 4:

- D.8.1 The Provider shall provide high quality, developmentally appropriate interactions with children and parents that promote the physical, social, emotional, and cognitive development of the young child while responding to the needs of the family. The program must encourage understanding of diversity. The Provider shall be familiar with developmentally appropriate teacher/child interactions consistent with the accreditation criteria of the National Academy of Early Childhood Programs (NAECP) of the NAEYC. The program shall meet or exceed the standards of the NAECP.
- D.8.2 The Provider shall have a written discipline policy, which is distributed to all staff volunteers and parents. Developmentally appropriate techniques of guidance and discipline help each child develop a positive self-image and behave in a socially acceptable manner respecting the safety, rights and feelings of others. The policy shall be based on a positive approach that includes encouragement and praise for appropriate behavior.



D.9 HEALTH, HYGIENE AND SAFETY

If applying for Program Areas 3 and/or 4:

- D.9.1 The applicant's proposal shall describe policies and procedures for assuring child health and safety. The written policies shall include, but are not limited to:
 - D.9.1.1 Communicable disease control;
 - D.9.1.2 Transporting children;
 - D.9.1.3 Reporting suspected child abuse/neglect;
 - D.9.1.4 Reporting unusual incidents;
 - D.9.1.5 Release of Children to Adults other than Custodial Parents;
 - D.9.1.6 Blood borne pathogens policies training.
- D.10.2 The Provider shall ensure that staff members have training and where applicable, certification in First Aid, CPR that includes both infant and child resuscitation, and the prevention and detection of child abuse. Include proposed staff training for hygiene and safety issues.
- D.10.3 The Provider shall set up and maintain child security procedures, including procedures for receiving a child and releasing the child at the end of a program session. Include a plan for ensuring that the children are only released to their parents or an individual designated by their parents. This shall be done electronically via a computer sign-in/sign-out monitoring system.

D.11 REPORTS

- D.11.1 The applicant shall submit quarterly progress/financial reports to the DHS/OECD Grant Administrator by the 10th day after the end of each month of service regarding the progress towards completion of tasks and requirements in the scope of services. Such reports must contain the mutually agreed upon information in a format approved by the DHS/OECD Grant Administrator.
- D.11.2 The applicant shall submit to the DHS/OECD Grant Administrator at OECD a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.
- D.11.3 The applicant shall report unusual incidents by email or telephone to the DHS/OECD Grant Administrator within twenty-four (24) hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or applicant's staff) or clients, which is significantly different from the regular routine or established procedures.



Examples include, but are not limited to unusual death, injury, unexplained absence of a client from a program, physical, sexual, verbal abuse of a client by staff or other clients, staff negligence, fire, theft, destruction of property, sudden serious problems in the physical plant, complaints from the target populations, requests for information from the press, attorneys, government officials outside DHS involved with the grant, client behavior requiring attention of staff not usually involved in their care.

D.12 RECORDS

- D.12.1 The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of program activities.
- D.12.2 The applicant shall provide the DHS/OECD Grant Administrator, and other authorized representatives of the Department of Human Services and the District of Columbia Government, such access to project and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.
- D.12.3 The applicant shall retain records for at least three (1) year following final closeout of the grant.

D.13 MONITORING

- D.13.1 The DHS/OECD shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant Agreement. The DHS/OECD grant administrator or his/her designee shall make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.
- D.13.2 DHS/OECD shall assign a staff person to monitor the project. The grant monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the grant agreement.

D.14 EVALUATION

- D.14.1 The DHS/OECD Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes outlined in the Program Scope. Specifically, the applicant's performance shall be assessed to determine the quality of services delivered and the applicant's ability to deliver services.



SECTION E - GENERAL PROVISIONS

E.1 INSURANCE

E.1.1 The applicant when requested shall be able to show proof of all insurance coverage per this RFA. All applicants that receive awards under this RFA shall show proof of insurance prior to receiving funds. The Provider shall provide and keep in force at its own cost and expense at a minimum of the following coverage, as well as any other coverage required by the grant.

- E.1.1.1 General Liability, Business Personal Property, and Sexual and Physical Abuse Insurance – minimum \$1,000,000.
- E.1.1.2 Worker's Compensation Insurance – statutory requirements.
- E.1.1.3 Excess Liability Coverage Insurance – minimum - \$1,000,000.
- E.1.1.4 Student Accident coverage providing medical coverage for students who are injured at the Center, on an excess basis to their health insurance.
- E.1.1.5 Comprehensive automobile liability insurance including hired and non-hired auto with minimum liability of \$1,000,000 combined single limit. Such insurance shall cover the Center when a privately owned vehicle is used for purpose of official business, such as picking up necessary supplies.
- E.1.1.6 Employee Dishonesty Coverage – minimum \$100,000.
- E.1.1.7 General: All policies or certificates issued by the respective insurers for insurance shall provide that such policies or certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice. The DHS/OECD shall be named as additional insured on all policies.

E.2 AUDITS

E.1.2 At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditures statements and source documentation audited.

E.3 NONDISCRIMINATION IN THE DELIVERY OF SERVICES

E.1.3 In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or subjected to discrimination under, any program activity receiving Child Care and Development Block Grant funds.



E.2 TERMINATION OF CONTRACT

- E.2.1 The DHS/OECD reserves the right to terminate the provider's operation if the provider fails to:
- E.2.1.1 Operate in accordance with the terms and conditions of its contract with the DHS/OECD.
 - E.2.1.2 Obtain or maintain the necessary licenses.
- E.2.2 The DHS/OECD also reserves the right to terminate the contract if DHS/OECD loses funding or the legal right to occupy the space where a program is taking place. The right of the DHS/OECD to terminate this contract for the reasons above shall be exercised to the provider in writing within thirty (30) days notice. However, in a case of a serious security violation or safety threat to the children and/or staff, the DHS/OECD shall terminate the contract immediately.

SECTION F - REVIEW AND SCORING OF APPLICATIONS

F.1 REVIEW PANEL

- F.1.1 The review panel shall be composed of District government representatives from DHS/OECD and OGM.

F.2 SCORING CRITERIA

- F.2.1 The evaluation of applicants' proposals shall be based on technical and price factors as described below. Award of a grant shall be made to the applicant whose proposal offers the best value from a technical and price standpoint. Technical factors in aggregate are significantly more important than price. The results of the evaluations of both the technical and cost proposal shall be used to determine the competitive range and ultimately in the selection of the successful applicant.

F.3 TECHNICAL EVALUATION CRITERIA (On 100 Point Scale):

- F.3.1 The review panel shall consider all proposals submitted using the following criteria in its evaluations. Applicants shall provide information which adequately addresses all of the following items. The evaluation will consider both the technical and price proposal.
- F.3.2 **FACTOR A – Past Performance and Experience of Applicants (0-30 Points)**



Past Performance: This factor considers the extent of the applicant's past performance within the last 10 years, in achieving a high degree of customer satisfaction. The currency and relevance of the information submitted, source of information, context of the data, and general trends in the applicant's team's performance shall be considered.

The review panel shall utilize a form (or questionnaire) for collecting and assessing past performance information. In the case of an Applicant without a record of relevant past performance or for whom information on past performance is not available, the Applicant shall not be evaluated favorably or unfavorably on past performance, but shall receive a "neutral score."

Experience: This factor considers the extent of the Applicant's experience within the last 10 years in successfully operating similar programs of comparable size, type, requirements and complexity to this RFA. The evaluation team will favor Applicant's whose proposed activities and work plan shall result in the accomplishment of project objectives, and are consistent with program requirements presented in the Program Scope, i.e., marketing and admissions plans, parent involvement, etc.

**F.3.3 FACTOR B – Organizational Capability and Relevant Experience
(0-30 Points)**

Past Performance: This factor considers the extent of the applicant's past performance within the last 10 years, in achieving a high degree of customer satisfaction. Evaluation of this factor will be based on previous Clients' assessment of the quality and quantity of the Applicant's performance in a program of comparable size and complexity. The currency and relevance of the information submitted, source of information, context of the data, and general trends in the applicant's team's performance shall be considered.

**F.3.4 FACTOR C – Sound Fiscal Management and Reasonable Budget
(0-10 Points)**

- F.3.4.1 This factor includes an evaluation of the price/budget proposed by the Applicant for performing all the requirements of the contemplated contract as set forth in the RFA. Price/budget proposal shall be evaluated for reasonableness, which shall be determined by price analysis and price inter-comparison.
- F.3.4.2 The sum of the total proposed budget for the entire period of potential contract performance will not be the sole deciding factor in the award. The budget shall also be considered in terms of its realism, and its consistency with the Technical Proposal. The weight of the budget as an evaluation factor is not readily



subjected to a strict numerical equivalent, for composite technical/price analysis of the Applicant's submitted in response to this RFA. Therefore, the review panel shall apply its collective business judgment to the evaluation of the relationship between technical and budgetary aspects within each applicant, and between competing submissions. This evaluation and analysis shall be performed by the review team to determine which Applicant constitutes the best value to the District.

F.3.4.3 The applicant provides evidence of sound fiscal management and financial stability through the submission of audited financial statements and/or tax returns. Cost and budget realism is reflected in the difference between an Applicant's proposed cost and the District's determination of the most probable costs that would be incurred by the RFA requirements. Differences between the proposed costs and the most probable costs may reflect an attempt to buy-in or a lack of understanding of the requirements. Lack of cost realism may be reflected in the results of the overall evaluation.

F.3.4.4 The applicant demonstrates that the proposed budget is reasonable, realistic and shall achieve project objectives.

F.3.4.5 The compensation levels proposed shall reflect a clear understanding of work to be performed. Proposed labor rates, if any, shall be fully burdened and take into account the differences in skills, the complexity of various technical areas, and job difficulty.

F.3.4.6 Applicant demonstrates its ability to financially sustain the project.

F.3.5 **FACTOR C – Key Project Personnel**
(0-30 Points)

F.3.5.1 This evaluation factor considers the education, experience, knowledge, past performance, necessary skills and expertise of the key personnel directly assigned to the project.

Key personnel shall also be evaluated on their ability to properly schedule and manage personnel (including volunteers and subcontractor(s) if applicable) associated with the applicable day-to-day work and required deliverable. In addition, this factor shall take into account the Applicant's tangible ability and demonstrated commitment to deliver the specific personnel that have been successful on previous relevant projects and that are proposed for work on this grant. The review panel shall contact listed references and utilize form (or questionnaire) to assess each proposed key staff member's skills and qualifications.



Examples of key personnel to be proposed by the Applicant include:

- F.3.5.1.1 Director
- F.3.5.1.2 Assistant Director
- F.3.5.1.3 Volunteer Coordinator
- F.3.5.1.4 Technical Assistant/Program Assistant

F.4 DECISIONS ON AWARDS

F.4.1 The award of any grant resulting from this RFA is subject to the following provisions:

- F.4.1.0.1 DHS/OECD may award a grant resulting from this RFA to the responsive, responsible Applicant whose proposal, conforming to the requirements of this request for applications is considered most advantageous, price and other factors specified elsewhere in this RFA considered, unless all submissions are rejected.
- F.4.1.0.2 DHS/OECD may, at its discretion (1) reject any or all applicants, (2) accept other than the lowest priced proposal, and (3) waive informalities and minor irregularities in proposal received.
- F.4.1.0.3 DHS/OECD may make an award on the basis of initial applications received, without discussions or oral interviews. Therefore, each proposal should contain the Applicant's best terms.
- F.4.1.0.4 DHS/OECD reserves the right to decline to award any grant whatsoever.
- F.4.1.0.5 The maximum dollar value of the Grant shall be \$235,000 which shall be utilized for start-up costs only.

SECTION G – PROPOSAL FORMAT

G.1 PROPOSAL FORMAT

G.1.1 Applicants are required to follow the format below and each proposal shall contain the following information:

- G.1.1.1 Applicant Profile (**See Attachment A**)
- G.1.1.2 Table of Contents
- G.1.1.3 Proposal Summary (**3 pages**)
- G.1.1.4 Project Narrative (**10 pages**)



- G.1.1.5 Organizational Experience and Qualifications of Applicant
(2 pages)
 - G.1.1.6 Project Work Plan
(Not counted in page total, See Attachment E)
 - G.1.1.7 Staffing Plan
(Not counted in page total, See Attachment F)
 - G.1.1.8 Program Budget and Budget Narrative
(Not counted in page total, See Attachment G)
 - G.1.1.9 Certifications and Assurances
(Not counted in page total, See Attachments B and C)
 - G.1.1.10 Appendices (Resumes, Organization Chart, Position Descriptions)
(Not counted in page total)
- G.1.2 The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total proposal **cannot exceed 25 double-spaced pages on 8 ½ by 11-inch paper. Margins shall be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

G.2 DESCRIPTION OF PROPOSAL SECTIONS

- G.2.1 The purpose and content of each section is described below. Applicants shall include all information needed to adequately describe their objectives and plans for services. It is important that the proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.
- G.2.2 **Applicant Profile:** Each application must include an Applicant Profile (**Attachment A**), which identifies the applicant, type of organization, project service area and the amount of the grant funds requested.
- G.2.3 **Table of Contents:** The Table of Contents shall list major sections of the proposal with quick reference pages indexing.
- G.2.4 **Proposal Summary:** This section of the application shall be brief and serve as the cornerstone of the proposal. The proposal summary shall highlight the major



aspects of the proposed services that are discussed in depth in other sections of the proposal.

- G.2.5 **Project Narrative:** This section of the application shall contain the narrative that justifies and describes the project to be implemented.
- G.2.6 **Organization, Experience and Qualifications of Applicants (2 Pages):** The applicant shall provide detailed information on the qualifications and experience of project staff to demonstrate the organization's capability to provide the services described in the RFA. The applicant shall list the key personnel who shall be assigned to the proposed project and state the percentage of time each will devote to the project in total.
- G.2.7 **Program Budget and Budget Narrative:** Standard budget forms are provided in Attachment H. The budget for this proposal shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative shall clearly state how the applicant arrived at the budget figures.
- G.2.7.1 **Personnel:** Salaries and wages for full and part-time project staff shall be calculated in the budget section of the grant proposal. If staff members are being paid from other sources of funds, their time on the project shall be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.
 - G.2.7.2 **Non-Personnel:** The costs general include expenditures for space—rented or donated—and shall be comparable to prevailing rents for newly constructed facilities in the surrounding geographic area. Applicants shall also add in the cost of utilities and telephone services directly related to the grant activities, maintenance services (if essential to the program) and insurance on the facility.
 - G.2.7.3 **Cost for rental, lease and purchase of equipment** shall be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage shall also be estimated.
 - G.2.7.4 **All transportation-related expenditures** shall be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.
 - G.2.7.5 **Indirect Costs:** Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for



operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operations and maintenance of building and equipment, depreciation, administrative salaries, general telephone service and general travel and supplies.

G.2.8 Certifications and Assurances: Applicants shall provide the information requested in **Attachment B** and **Attachment C** and return them with the applications.

G.2.9 Appendices: This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- G.2.9.1 Audited Financial Statements
- G.2.9.2 Indications of non-profit or for-profit corporation status;
- G.2.9.3 Roster of the Board of Directors;
- G.2.9.4 Proposed Organization Chart for the project;
- G.2.9.5 Organizational Budget (as opposed to project budget);
- G.2.9.6 Staff Resumes; and
- G.2.9.7 Planned Job Descriptions.



SECTION H – LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Collaboration Commitment Form
Attachment E	Original Receipts
Attachment F	Work Plan
Attachment G	Staffing Plan
Attachment H	Budget
Attachment I	Applicant Question Sheet
Attachment J	Statement of Confidentiality



ATTACHMENT A

APPLICANT PROFILE

Applicant Name: _____

TYPE OF ORGANIZATION

For-Profit _____ Non-Profit Organization _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Descriptions: _____

BUDGET

Total Funds Requested: \$ _____



ATTACHMENT B

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**



**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- i. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- ii. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form III, "disclosure of Lobbying Activities," in accordance with its instructions;
- iii. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.



Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510----

A. The applicant certifies that it and its principals:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- iii. Are not presently indicted for or other criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-----

C. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;**
- ii. Establishing an on-going drug-free awareness program to inform employees about---**
 - 1. The dangers of drug abuse in the workplace;**
 - 2. The applicant's policy of maintaining a drug-free workplace;**
 - 3. Available drug counseling, rehabilitation, and employee assistance programs; and**



- 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- iii. Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-----**
 - 1. Abide by the terms of the statement; and**
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;**
- v. Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Early Childhood Development, 717 14th Street, NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;**
- vi. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted---**
 - 1. Taking appropriate personnel action against such an employee, up to an including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - 3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- D. The applicant may insert in the space provided below the sites for the performance of work done in connection with this grant:**

Place of Performance (Street address, city, county, state, zip code)



Drug- Free Workplace (Grantees who are Individuals)

As required by the Drug- Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67 and 67.620 –

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/ or Project Name

3. Grantee IRS/ Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature/ Date



ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements- 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally- assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal- sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA>.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, Stat. 975, approved December 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance," includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42. Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Program.
12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Education Amendments of 1972; and the Age Discrimination Act of 1975.



13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice Programs.
14. It will provide an Equal Employment Opportunity Program is required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature/ Date



ATTACHMENT D

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

1. Name: _____

Address: _____

Telephone & Fax Number: _____

2. Name: _____

Address: _____

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED



ATTACHMENT E

**OFFICE OF GRANTS MANAGEMENT
Department of Human Services
64 New York Avenue, 6th floor, Section 6201
Washington, DC 20002**

Attention: Ms. Priscilla Burnett

**SUBMISSION RECEIPT
Early Learning Opportunities Act Grant
RFA #: 1213-05**

THE OFFICE OF GRANTS MANAGEMENT (DHS) IS IN RECEIPT OF A PROPOSAL FROM:

(Contact Name/ Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/ Fax)

(Program Title)

(Amount Requested)

OECD USE ONLY:

Please Indicate Time:

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ / 2004 TIME: _____

Received by: _____

**PROPOSALS RECEIVED AFTER 4:00PM
WILL NOT BE FORWARDED TO THE REVIEW PANEL.**



ATTACHMENT F

WORK PLAN

Organization:		Submission Date:			
Budget \$:		Telephone #:			
Measurable Objectives/ Activities					
1. Objective:					
Activities:		1 st Q	2 nd Q	3 rd Q	4 th Q
2. Objective:					
Activities		1 st Q	2 nd Q	3 rd Q	4 th Q

Please make copies if necessary



ATTACHMENT G

STAFFING PLAN

Organization: _____

Date of Submission: _____

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director's Signature: _____

Date: _____



ATTACHMENT H

BUDGET

Organization: _____

Date of Submission: _____

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/ Overhead			
TOTAL:			



ATTACHMENT I

**MAYOR'S ADVISORY COMMITTEE ON EARLY CHILDHOOD DEVELOPMENT
EARLY LEARNING OPPORTUNITIES ACT SUB-GRANTS
CHILD DEVELOPMENT CENTER OPERATION
RFA#: 1213-05**

APPLICANT QUESTION SHEET

INSTRUCTIONS:

Please fully complete this form and submit to: District of Columbia, DHS/OECD
ATTN: Ms. Mimi Carter, ELOA Program Coordinator
Fax: (202) 724-7229

APPLICANT INFORMATION:

Company Name: _____	City/ State: _____
Contact Person: _____	Tele No.: (____) _____

REFERENCE INFORMATION:

Section No. _____
Sub-No. (Pg#, Paragraph) _____

QUESTION:

Note:

1. Applicants are reminded that questions such as the above do not amend the RFA. The RFA may only be amended by a duly authorized written amendment.
2. Applicants (and subcontractors, etc) may ask questions provided such questions are put in writing on this form and delivered to the District. The District does not guarantee that all questions will be answered before time for receipt of proposals.



ATTACHMENT J

GOVERNMENT OF THE DISTRICT OF COLUMBIA

RFA #1213-05

STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a ELOA project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any ELOA project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more that ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature/Title

Date

Name of Organization